



REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Thursday, February 11, 2010
POSITION TITLE:	CEA 3 - Deputy Director, Administrative Services Division	FINAL FILING DATE:	Saturday, January 1, 2011 <i>or until filled</i>
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	02112010_1

POSITION DESCRIPTION

Under administrative direction of the Chief Deputy Director, Department of Rehabilitation (DOR), the Deputy Director, Administrative Services Division, as a member of the Executive staff, the Deputy Director provides executive leadership and establishes policies and procedures for the programs delegated to the Administration Division within the California Department of Rehabilitation (DOR), the nation's largest state Vocational Rehabilitation Program. The Deputy Director is responsible for the planning, development, implementation, administration and assessment of the Department's policies, programs, and procedures related to the Administration Division. The Deputy Director provides leadership direction to the Financial Management Branch (Accounting, Budgets, Fiscal Forecasting and Research, Business Services, and Contracts and Procurement); the Human Resources Branch (Labor Relations, Personnel Services, and Staff Development); and the Operations and Accountability, and Information Security and Privacy offices. The incumbent is responsible for extremely diverse, technical and complex sections, which have an impact on the entire Department, and are essential to ongoing continuity between administrative and line programs

The Deputy Director is also the DOR American Recovery and Reinvestment Act (ARRA) Project Director and responsible for the oversight of the monitoring, tracking and reporting of the federal economic stimulus funding as a result of the passage of the ARRA.

As a member of the Executive team, the Deputy Director participates in the development of the Department's strategic plan and efforts to advance the Department's mission, priority projects and succession plan.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including

the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate: 1. Demonstrated knowledge of the Department's mission, organization, goals, functions and policies as well as how they interact with those other state, federal and local entities. 2. Experience in analyzing complex administrative issues or problems and developing policies, procedures or specific solutions. 3. Knowledge of the organization and functions of the administrative services programs within the Department including; Accounting, Budgets, Contracts, Business Services, Information Systems, Personnel Services, Labor Relations, Staff Development, Information Security and Planning. 4. Laws and Regulations governing the various functions within the Administrative Services Division. 5. Ability to establish and maintain positive and productive working relationships with the Department's Executive Staff; as well as with other state agencies, counties and stakeholders. 6. Experience in preparing and delivering testimony before legislative committees. 7. Ability to articulate and demonstrate skills in leadership and motivation of staff. 8. Possess excellent oral and written communication, teamwork, customer focus and decision making skills. 9. Familiarity of the federal and state regulations that apply to federal vocational rehabilitation programs, ARRA, other services and governmental programs that affect the employment, independence and equality of people with disabilities. 10. Familiarity with DOR's major programs including, Vocational Rehabilitation, Blind Enterprise, and Independent Living. 11. Familiarity with the specific issues surrounding the rights, opportunities, access and employment for persons with disabilities. General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA 3 - Deputy Director, Administrative Services Division**, with the **REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

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conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of CEA 3, DEPUTY DIRECTOR, ADMINISTRATIVE SERVICES DIVISION. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months. The examination process will consist of a screening committee established to screen the application and a two-page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and two-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions.

FILING INSTRUCTIONS

“ A "Statement of Qualifications." (A discussion describing how the candidate's education, experience, knowledge, skills and abilities meet the minimum and desirable qualifications for this position). The statement should be no more than two (2) pages in length. Applications received without the "Statement of Qualifications" will be rejected. Note: Resumes are optional and do not take the place of the "Statement of Qualifications."

The application and "Statement of Qualifications" are to be submitted to: Department of Rehabilitation Exam Unit – Trinie Flaggs 721 Capitol Mall Sacramento, CA 95814

Applications and Statements of Qualifications must be received at the time of filing. FAXED or e-mailed applications and Statements of Qualifications will not be accepted.

SPECIAL TESTING If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements. **GENERAL INFORMATION** If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF REHABILITATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Questions concerning the exam process should be directed to Trinie Flaggs, Examination Analyst, at (916) 558-5576 or e-mail tflaggs@dor.ca.gov.

California Relay (Telephone) Service for the Deaf or Hearing impaired: TTY-711

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's

education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

REHABILITATION, DEPARTMENT OF, Administration Services Division
721 Capitol Mall, Sacramento, CA 95814
Trinie Flaggs | 916-558-5576 | tflaggs@dor.ca.gov

ADDITIONAL INFORMATION

NOTE: There is no final file date. This position is Open Until Filled.

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Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>